

**REQUEST AND COMPETITIVE BID FORM
CONTRACTUAL AGREEMENT**

DATE: _____

(DOCUMENT ID)

This form is to be completed and sent to Fiscal Affairs, Administrative Office of the Trial Court for approval of all purchases of goods (except equipment) or services involving contracts, regardless of the accounts from which they are to be paid. Two (2) completed unsigned originals of the proposed contract should accompany this form.

1. The _____ Division of the _____
Department requests approval for the purchase of the following goods or services:

DESCRIPTION:

Court Account No: _____ Account to be charged: _____ Sub: _____ Select
Vendor: _____ Total Cost: _____

- II. Cost is over \$1,000. At least three (3) bids were requested.

Vendor Name	Address	Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

III.

Two unsigned originals of the proposed contract are attached.

Contract/Amendments to be drafted by AOTC Legal Department.

Cost analysis for lease / purchase and / or maintenance is attached.

Other cost analysis or backup is attached.

This is a new contract. This is for renewal of existing contract.

The above request is for maintenance on equipment which is on a lease. As such, it is in the best interest of the court to have the equipment maintained by the vendor from whom the equipment is leased.

- IV. Prepared by/Return to:

_____	_____
Name: _____	Authorizing Signature
Title: _____	Name: _____
Phone: _____	Title: _____
Address: _____	
Fax No: _____	

- V. Fiscal Affairs Use Only

Approved Not Approved

Forward to Legal on _____